



CITY OF NEWPORT BEACH

FINANCE DEPARTMENT PURCHASING DIVISION

May 14, 2012

Re: City of Newport Beach Request for Proposal (RFP) No. 3-7

Firms Submitting Proposals:
Arroyo Background Investigations
Fu-Gen, Inc.
Norman A. Traub Associates, Inc.
RCS Investigations and Consulting
Summit Security Services, Inc.

Dear Proposer:

Thank you for your participation in the City's RFP No. 3-7 for Background Investigative Services. The evaluation panel for this RFP convened last month to evaluate all proposals submitted to the City. As opposed to a standard Bid, the City evaluated the proposals using a multitude of factors aside from, but including, pricing. The factors utilized to evaluate the proposals are as follows:

- Operational Experience of the Proposing Firm;
- Qualifications of the Proposing Firm;
- Qualifications of Proposed Assigned Personnel to the Project;
- Proposer's Demonstrated Understanding of the Project and Methodology;
- Presentation of the Proposing Firm's sample background investigative report;
- The Overall Responsiveness of the Proposal; and
- Proposed Project Costs.

During the proposal evaluation process, each of the aforementioned technical factors was assigned a weight and all proposals were scored against those established criteria. Following this process, the evaluation panel ranked **RCS Investigations and Consulting** as the highest-rated Proposer. As such, any subsequent negotiations and contracting procedures will be carried out between the City and RCS Investigations and Consulting. Copies of all proposals are now available for review, upon request.

I would like to thank you for all the time you contributed during this RFP process. If your firm was not selected during this RFP process I kindly ask that you ensure that your firm is registered on the City's Online Vendor Database. This will enable the City to contact your firm in the event there are future Bids or RFPs of a similar nature. The website for this database is as follows:

<https://www5.newportbeachca.gov/osupplier/>

With Regards,

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